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1. THAT THE SUBJECT-NUMERIC FILE SYSTEM OUTLINED IN HB ██████ BE INSTALLED IN THE CORRESPONDENCE FILES OF EXECUTIVE REGISTRY.

The present system of filing in Executive Registry is primarily one of source (Agency, Office or individual by name). Direct access to the documents in file is therefore limited to a requester's knowledge of the originator or addressee of a document. As an aid in locating requests received by subject, abstract cards prepared as cross references, are filed by subject.

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The subject-numeric file system outlined in HB ██████ was adopted by the Agency as the file plan for the files maintained for the heads of all organizational levels. During the past four years this system has grown in its acceptance throughout the Agency to cover over 175 separate installations in headquarters or over 50% of the Agency's potential. In a visit to the Registries serving the Secretary of the Navy and the Administrator, General Services Administration, we found that the subject-numeric file system was excellent for their research requirements. The subject-numeric system would benefit your office as follows:

    a. Provide direct accessibility to documents by subject requests.

    b. Bring together all related material regardless of source.

    c. Provide a standard file classification plan that (1) is not affected by personnel turnover, and (2) makes available to the Registry a source for replacements from the more than 300 headquarters personnel now trained in the system.

TAB

2. THAT CERTAIN OFFICES OF THE DCI AND CERTAIN OFFICES BEING SERVICED BY THE EXECUTIVE REGISTRY BE ESTABLISHED AS THE OFFICE OF RECORD FOR THEIR FUNCTIONS.

Records Control Schedules now in effect have designated components of the Office of DCI and certain components serviced by the Executive Registry as the offices of record for material received, originated, or signed by them. These components are: Inspector General, Cable Secretariat, and Deputy Director Intelligence. In addition to the above offices, it is recommended that Records Control Schedules be developed to designate the following components as offices of record for their material: Special Assistant for Planning and Development

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███████████████, Special Assistant █████████████, and Administrative Officer ███████████████. These offices have indicated that they now have the complete record of their activity and do not use the files of Executive Registry.

Recommend that Executive Registry therefore be established as the office of record for the immediate office of the DCI to include only the following: DCI, Executive Officer, Assistants to, and the DDC. Furthermore, that material now maintained in the Registry organizational files on components other than the above be offered to these components for their retention or destruction, as they already have duplicates of these records in their files. An exception to this would be the retention by the Executive Registry of copies of correspondence signed by the Director or Deputy Director or any official in the immediate office of DCI.

TAB

3. THAT CORRESPONDENCE FILES OF EXECUTIVE REGISTRY BE TERMINATED AT THE END OF EACH CALENDAR YEAR AND THAT THE TERMINATED BLOC OF ANNUAL FILES BE TRANSFERRED TO THE RECORDS CENTER TWO YEARS AFTER TERMINATION FOR PERMANENT PRESERVATION.

A records disposition plan for systematic removal of inactive records is the best answer to the problem of ever-expanding files. Eventually all files should reach the ultimate when the volume of inactive files removed annually is equal to the volume created during the same period. Annual cut-off and retirement of inactive files have wide acceptance throughout the government as well as in the Agency. Although the retention period recommended (the current year plus the two preceding years) is somewhat arbitrary, even shorter periods are proving sufficient in many offices of the Agency. The cut-off and retirement plan would provide the following benefits:

    a. Reduce volume and save floor and safe space. Several safes could be returned to supply for reissue.

    b. Facilitate search for current records by eliminating old and inactive material.

    c. Eliminate screening individual papers which is time consuming and costly.

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4. THAT STANDARD FOLDERS AND GUIDES BE ADOPTED FOR USE IN THE EXECUTIVE REGISTRY.

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By Agency Notice No. _____ standard folders and guides were adopted for use throughout the Agency. This reduced procuring and stocking of over 64 types of folders to 9 standard items. Most of the folders presently used in Executive Registry are the double pressboard folders which cost 25¢ each as compared with the 2¢ cost for the standard folder. The standard folder has wide acceptance in the Agency and is used in many active operational files. Such folders would stand the wear and activity of the files during their retention period in the office and serve adequately for storage at the Records Center when inactive. The principal benefits are those of economy and are as follows:

   a. Savings of 23¢ on each folder.

   b. A gain of one foot of file space for every four drawers now using double pressboard folders.

   c. Standard folders are always available in building supply offices.

TAB

5. THAT LOGGING OF DOCUMENTS AND PREPARATION OF ABSTRACT CARDS BE COMBINED INTO ONE OPERATION AND THAT ALL LOGGING BE CONVERTED TO CARD FORMS.

Although a central mail control system recording the movement of each paper through an office is desirable, it is not feasible to establish a central control system in the ODCI and still maintain the "need to know" policy. Sensitive mail comes in and goes out in sealed envelopes with no record of the contents maintained in Executive Registry. Also, certain mail is forwarded unopened direct to addressee and logging is limited to the recording of information on the envelope. Mail that is opened is entered in a log book by recording the following: ER number, from or to, classification, date, and subject. The log entry is then used to enter the same information on a 3-part card form (Abstract Cards) which serve as cross-references. By combining the two operations and without additional effort for the one operation of preparing abstract cards, one copy of the abstract cards can serve as a log. See process chart (Attachment A).

Miscellaneous documents such as publications, ██████ etc., which are not assigned as ER number are recorded in various log books maintained for each category of documents. This method of logging is a slow and cumbersome operation and access to the logs is limited. By converting to the use of cards in lieu of log books a more flexible system of maintenance could be achieved which would speed up the recording and retrieving operation.

In addition, and as a form of control, it is recommended that the log cards be filed in a suspense file until the document is received in Executive Registry for file. At that time the cards should be removed from the suspense file and filed in a completed file.

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